



**DIXON RESOURCE CONSERVATION DISTRICT (DRCD)
MINUTES FOR JULY 12, 2023**

DIRECTORS

DAVID VIGUIE

SPENCER BEI

ERIC SCHENE

ASSOCIATE DIRECTOR

LEO SOUKERIS

DIXON RCD STAFF

KELLY HUFF, DISTRICT MANAGER

JOANNA YAC, OFFICE MANAGER

OTHER ATTENDEES

TERI KNIGHT, NRCS

1. Call the Meeting to Order

Director Viguie called the July 12, 2023 Board meeting to order at 12:07 p.m. at 1170 North Lincoln Street, Dixon, CA for DRCD staff and Board Members.

Roll call was taken:

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Present: Viguie, Bei, Schene

Absent: Jones, Beukelman

2. Establish a Quorum

A quorum was established.

3. Approve the Agenda

There was no discussion on this item.

A motion was made by Director Bei, seconded by Director Schene, to approve the agenda. The motion passed as follows:

Yeas: Viguie, Bei, Schene

Nays: None

Abstain: None

Absent: Jones, Beukelman

4. Presentations – None

5. Comments from the Public- None

6. DRCD Consent Calendar

- a. Approval of Minutes from the Board Meeting dated **June 14, 2023**
- b. Approval of Minutes from the Ditch Committee dated **June 16, 2023**
- c. DRCD- Approval of **Prior Year** Expenses from **June 15 to June 30, 2023**, and review of the 2022-2023 budget
- d. DRCD- Approval of **New Year** Expenses from **July 1 to July 12, 2023**, and review of the 2023-2024 budget
- e. Office Management - Approval of **Prior Year** Expenses from **June 1 to June 30, 2023**, and review of the 2022 / 2023 Budget
- f. Dixon/Solano RCD Water Quality Coalition – Approval of **Prior Year** Expenses from April 13, 2023 to June 30, 2023, and review of the 2022-2023 budget
- ~~g. Vacation Policy 3490 & Holiday Policy 3430 – Adopt Updated Policies based on changes approved in April 2023~~

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Note: Corrections of dates for agenda item 6d and 6f were made and agenda item 6g was voided due forgetting to remove it from the consent items since was mistakenly listed twice on the agenda (consent and action) 6g & 9c. With these changes the board agreed to approve the consent calendar.

A motion was made by Director Viguie, seconded by Director Schene, to approve the Consent Calendar items 6a-6f with the changes mentioned. The motion passed as follows:

Yeas: Viguie, Bei, Schene
Nays: None
Abstain: None
Absent: Jones, Beukelman

7. Natural Resources Conservation Service (NRCS) Report –

Ms. Teri Knight explained that she is back from detail and is happy to be back. She also mentioned that batch 1 and 2 finished with 11 contracts approved worth \$890,000 which is average. Currently batch 3 is happening through EQIP and 12 programs that run until August 5th. In addition, batch 4 will be obligated August 15th for all land uses. Ms. Knight mentioned they are trying to streamline the process to make it more effective so that they don't have to send money back. Ms. Huff asked Teri to forward information on the whole orchard recycling practices that Martha McKeen could highlight in the newsletter to the ILRP members October 1st.

8. Old Business – None

9. New Business-

- a. Encroachment Permit – Consider encroachment permit application for installation of Irrigation Pipeline across Tremont 2 system at APN 0111-070-020 **(ACTION)**

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Ms. Huff explained that she worked with Reggie Singh and his irrigation contractor in June to modify the design from two crossings to one and to confirm the location and layout of the pipeline to ensure it was out of the ditch cross section. The final permit Mr. Singh submitted with his encroachment permit is consistent with other pipeline crossings that have been approved on Dixon RCD facilities and it was installed already due the encroachment submitted the day before June's Board meeting therefore there wasn't enough time to add it on agenda. The board agreed to approve the encroachment permit.

A motion was made by Director Bei, seconded by Director Viguie, to approve the encroachment permit. The motion passed as follows:

Yeas: Viguie, Bei, Schene
Nays: None
Abstain: None
Absent: Jones, Beukelman

- b. Regional Drainage Update – Receive staff update and provide direction regarding further Dixon RCD input (**ACTION**)

Note: No motion was made on this agenda item.

Ms. Huff reviewed meetings since our June Board meeting which included a JPA and LAFCO meeting. At the JPA meeting the City of Dixon made it clear that there are not asking for an approval for any drainage facilities at this moment, but instead requested that the JPA allocate fund 56% (\$65,624) of the City's portion for engineering work done by West Yost, which was approved. The JPA will meet again to review progress on the engineering work, likely in September. Ms. Huff also mentioned legal counsel has stated Dixon RCD is doing everything they can at this moment. Director Bei explained an idea he had about exploring something similar to a construction bond concept that would compensate for any damage caused by the proposed interim projects until the regional projects were in place. Director Viguie stated it was a good idea and it should be explored. Ms. Huff asked if counsel should be asked to attend our August Meeting.

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Director Vigiue did not think so and recommended Ms. Huff just discuss this idea in addition to having a conversation with RD2068. No action was taken by the Board on this agenda item.

- c. Vacation Policy 3490 & Holiday Policy 3430 – Adopt Updated Policies based on Board Approved Changes in April 2023 **(ACTION)**

There was no discussion on this item.

A motion was made by Director Bei, seconded by Director Vigiue, to approve the adoption of the updated Vacation and Holiday Policy.

The motion passed as follows:

Yeas: Vigiue, Bei, Schene

Nays: None

Abstain: None

Absent: Jones, Beukelman

- d. Consider Submitting a Grant Application, jointly with Solano RCD to the National Association of Resource Conservation Districts Technical Assistance Support Program **(ACTION)**

Ms. Huff explained the opportunity to apply for a grant jointly with Solano RCD through the National Association of Conservation Districts (NACD) to support outreach and technical assistance that advances NRCS programs. The projected application amount from Dixon RCD would be between \$25,000 to \$40,000 for one year (fall 2023 to through summer 2024). These funds could help offset some ILRP and groundwater related outreach expenses. In order to apply for this grant, it requires to include a Statement of Equity, Diversity & Inclusion (EDI). Ms. Huff drafted up a statement for review, based on other RCDs and Dixon RCD's Current Long Range Plan. Director Bei stated that he would like for the statement to include that the District will make hiring decisions based on qualifications no matter the gender, ethnicity...etc. Director Vigiue asked if the EDI statement would go in our next Long Range Plan. Ms. Huff said yes. Ms. Teri Knight brought up that we could also consider including NRCS's EOP Statement in our materials that are displayed at the NRCS Office. The statement is:

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"USDA NRCS is an equal opportunity provider, employer, and lender". This statement would go on our newsletters and other outreach material we will distribute in partnership with NRCS. The board agreed to submit a joint grant application and approve the Statement of Equity and Environmental Justice with the recommended changes.

A motion was made by Director Bei, seconded by Director Viguie, to approve the submission of the grant and approval of the Statement of Equity and Environmental Justice The motion passed as follows:

Yeas: Viguie, Bei, Schene
Nays: None
Abstain: None
Absent: Jones, Beukelman

An amended motion was made by Director Viguie, seconded by Director Bei, to approve the Statement of Equity and Environmental Justice with the addition of a statement that "Dixon RCD is an equal opportunity employer". The motion passed as follows:

Yeas: Viguie, Bei, Schene
Nays: None
Abstain: None
Absent: Jones, Beukelman

10. DRCD Staff Reports:

- a. **District Manager's Report-** Ms. Huff mentioned we (Dixon RCD) won an award through SDRMA and any staff or board can attend the meeting in August to accept it. A meeting needs to be set up with Mr. David Eldridge due to the hardship on the pipe removal situation. Director Viguie recommended Ms. Huff to reach out to our counsel Anne Siprelle to help draft up a letter to send to Mr.

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Eldridge regarding the additional maintenance costs associated with the pipes. See District Manager's Report for more details.

b. **Water Quality Coalition Update- None**

11. **Director's Report –None**

12. **Communications – None**

13. **Upcoming Events –None**

14. **Announcements – A Reminder that the next board meeting will be Wednesday, August 09, 2023 at 12:00pm.**

15. **Adjourn Meeting**

A motion was made by Director Bei, seconded by Director Schene, to close the meeting. The motion passed as follows:

Yeas: Viguie, Bei, Schene

Nays: None

Abstain: None

Absent: Jones, Beukelman

The Dixon RCD Board meeting adjourned at the hour of 1:17 p.m.



**Kelly Huff, District Manager
Dixon Resource Conservation District**